

**POSITION DESCRIPTION** (Please Read Instructions on the Back)

1. Agency Position No.

NL10656

6. OPM Certification No.

2. Reason for Submission



Redescription



New

3. Service



Hdqtrs.



Field

4. Employing Office Location

ORLANDO

5. Duty Station

ORLANDO

7. Fair Labor Standards Act



Exempt



Nonexempt

8. Financial Statements Required

☐ Executive Personnel  
Financial Disclosure☐ Employment and  
Financial Interests

9. Subject to IA Action



Yes



No

nation (Show any positions replaced)

10. Position Status



Competitive



Excepted (Specify in Remarks)



SES (Gen.)



SES (CR)

11. Position Is:



Supervisory



Managerial



Neither

12. Sensitivity



1- Non-



Sensitive



2- Noncritical



3- Critical



4- Special



Sensitive

13. Competitive Level Code

132A

14. Agency Use

15. Classified/Graded by

Official Title of Position

Pay Plan

Occupational Code

Grade

Initials

Date

a. U.S. Office of Personnel Management

b. Department, Agency or Establishment

c. Second Level Review

d. First Level Review

Program Analyst

GS

0343

13

Bp 3 Nov 97

e. Recommended by Supervisor or Initiating Office

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment

DEPARTMENT OF THE ARMY (DA)

c. Third Subdivision

OFFICE OF THE COMMANDER

a. First Subdivision

US ARMY MATERIEL COMMAND (AMC)

d. Fourth Subdivision

COMMAND ANALYSIS &amp; PLANNING OFFICE

b. Second Subdivision

SIMULATION, TRAINING &amp; INSTRUMENTATION COMMAND

e. Fifth Subdivision

19. Employee Review This is an accurate statement of the major duties and responsibilities of my position.

Signature of Employee (optional)

**Supervisory Certification.** I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This

knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

John Daniele, Chief Strt Plan &amp; ProgAnalysis

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

John Daniele

Date

1/28/98

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

Typed Name and Title of Official Taking Action

JAMES M. SKURKA, DEPUTY TO THE COMMANDER

22. Position Classification Standards Used in Classifying/Grading Position

US OPM PCS for Management &amp; Program Analysis, GS-343, 8/90; US OPM Admin Analysis GEG, 8/90

**Information for Employees.** The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.

Signature

James M. Skurka

Date

1/28/98

23. Position Review

INITIALS

DATE

INITIALS

DATE

INITIALS

DATE

INITIALS

DATE

INITIALS

DATE

a. Employee (optional)

b. Supervisor

c. Classifier

24. Remarks

Position is at the full performance level  
: 7777

25. Description of Major Duties and Responsibilities (See Attached)

## **INTRODUCTION**

Position is located in the Command Analysis and Planning Office of the U.S. Army Simulation, Training and Instrumentation Command (STRICOW, a major subordinate command of the U.S. Army Materiel Command (AMC). The mission of STRICOM is to provide centralized management and direction for all research, development, acquisition and fielding of Army training devices, simulations, simulators, test and training instrumentation, targets threat simulators and Advanced Distributed Simulation (ADS). The mission includes cradle to grave life cycle acquisition beginning with tech base programs and following through with each phase of the acquisition process. The Commander centrally directs, coordinates and supports the materiel development, acquisitions and sustainment activities through the functional matrix organization and four project managers.

## **MAJOR DUTIES**

1. Drives the command's internal strategic planning process towards achieving the goals and visions set forth by the STRICOM leadership. Plans, coordinates and directs an Annual Strategic Planning Off-site to provide an annual forum to review the command's vision, mission statement, and develop strategic goals and performance measures for the coming year. Further conducts Executive Steering Committee (ESC) meetings as directed to evaluate progress on goals and discuss and decide issues related to command performance on goals. Produces outputs/products of this process, communicating information and decisions as directed by STRICOM leadership. **30%**

2. Interacts directly with the Army Materiel Command (AMC) Business Planning Office to obtain guidance and insure compliance with the headquarters strategic and business planning models. As such, is responsible for publication and coordination of the command's annual strategic and business plan(s). **20%**

3. Serves as the command's primary focal point for identifying, assessing, planning and directing participation in domestic and international tradeshow and symposiums which provide strategic and/or business development opportunities to the command. Interact directly with STRICOM's Public Affairs Office to determine level of participation, exhibit content and design. Coordinates with event organizers and other participants to obtain necessary exhibit space, materials and staffing requirements. **30%**

4. Conducts external affairs with the other services, local business and community agencies designed to enhance STRICOM's support to modeling, simulation and education/training activities. Represents the command on strategic planning boards, working groups and other consortia to provide input and obtain information on future activities within the modeling and simulation field.

**20%**

**Performs other duties as assigned.**

**FACTOR 1. KNOWLEDGE REQUIRED BY THE POSITION**

**FL 1-8 - 1550 POINTS**

- Expert knowledge of both qualitative and quantitative analytical management methods.
- Comprehensive knowledge of the principles of organizational behavior.
- In-depth knowledge of DoD Directives: 7230.8 Lease and Demonstrations of DoD Equipment, 5410.18 Community relations; and DoD Instruction 5410.19 Armed Forces Community Relations.
- Knowledge in all phases of Strategic and Business Planning.
- Keen awareness and comprehensive understanding of the mission, doctrine, and strategy of the Army, AMC and STRICOM.
- Expert skills and understanding of the internet to integrate its use and acceptance into STRICOM's everyday business practices.
- In-depth knowledge of the military Command structure, missions, programs and organizational relationships.

**FACTOR 2. SUPERVISORY CONTROLS -- FL 2-4 - 450 POINTS**

Incumbent works under the general supervision of the Chief of Strategic Planning and Program Development. As such, incumbent works independently and work is reviewed only for attainment of objectives and program goals.

**FACTOR 3. GUIDELINES - FL 3-4 - 450 POINTS**

Guidelines include various DoD, AMC and DA regulations governing demonstrations of DoD equipment, community relations, acquisition, business development and strategic planning.

Guidance is also in the form of basic administrative policy statements and requires the application of judgement and discretion in determining intent. Incumbent must interpret and adapt guidelines when necessary.

**FACTOR 4. COMPLEXITY - FL 4-5 - 325 POINTS**

Difficulty exists in identifying the nature of the issues or problems encountered. The work involves implementing basic changes to planning, controlling and budgeting STRICOM's activities and allocating its resources.

**FACTOR 5. SCOPE AND EFFECT - FL 5-5 - 325 POINTS**

Incumbent has responsibility for maintaining active affiliation with other strategic planning and business development activities throughout AMC. Analytical studies often lead to realignment of functional responsibilities, expansion of activities or divestiture of functions. Results of work are critical to the STRICOM mission on a long term and continuing basis.

**FACTORS 6&7. PERSONAL CONTACTS/PURPOSE OF CONTACTS**  
**FL 3D - 280 POINTS**

Contacts include management and employees within STRICOM, AMC, and Department of the Army moderately unstructured settings. These contacts will take the form of meetings, discussions, and briefings. The purpose of these contacts is to justify and explain findings, foster better understanding and settle matters involving issues such as recommendations affecting resources and programs.

**FACTOR 8. PHYSICAL DEMANDS - FL 8-1 - 5 POINTS**

The work is primarily sedentary.

**FACTOR 9. WORK ENVIRONMENT - FL 9-1 - 5 POINTS**

Work is typically performed in an office setting.

**NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD#** 10656

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."